

**SNP Administrative Review Findings****Northwestern School Corporation (3470)****Program Year 2022****Northwestern School Corporation (3470)**

3075 N. Washington  
3431 N 400 West  
Kokomo, IN 46901-5857

**Food Service Contact**

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No. of Sites / Reviewed: 4 / 1  
Month of Review: January 2022

**Commendations**

Records were very organized during the on-site portion of the review. The new Food Service Director has worked hard to learn as much as possible regarding program requirements in a very short amount of time. They should be commended for that, given all the other challenges they have been faced with this year.

**Resource Management Comprehensive Review - Northwestern School Corporation (3470)***767. Nonprogram Revenue and Food Cost Ratio***Finding 9000: Non-Program Food**

After completing an analysis of the non-program foods revenue, results showed a la carte pricing was not sufficient to cover the cost of non-program foods. A la carte pricing must be increased to become compliant.

**Corrective Action:**

The SFA will evaluate all a la carte pricing and increase as needed for the start of the 2022-2023 school year. No further action required.

**Administrative General Program Compliance - Northwestern School Corporation (3470)***1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements***Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Wellness committee members were not listed and much of the policy contains outdated language. Goals must be updated to be measurable.

**Corrective Action:**

The SFA must update the Wellness Policy to show the committee members and their roll on the committee. They must also update nutritional information with current guidelines. Lastly, all goals must be measurable. The SFA will submit a timeline that details when updates will be made to the Wellness Policy.

*1216. School Nutrition Programs staff met/will meet annual training requirements***Finding 9000: Professional Standards**

The SFA did not retain any professional standards training materials used during staff trainings. As a program requirement, all training materials used when training staff must be retained.

**Corrective Action:**

The SA provided technical assistance while on-site and explained the importance of and need for retaining training materials when training staff on program requirements. The SFA will retain all training materials from future trainings. No further action required.

**SNP Administrative Review Findings**  
*Program Year 2022***Northwestern School Corporation (3470)**

1400. *The written food safety plan contains required elements and a copy is available at each school*

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). The food safety plan is not specific to each kitchen, nor is it specific to the school corporation. The plan must list equipment found in each kitchen and standard operating procedures for each.

**Corrective Action:**

The SFA will update the food safety plan for each kitchen with the required equipment list and standard operating procedures. As corrective action, the SFA will submit a timeline in which these updates will be completed.

1602. *On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Finding 9009: SFSP & SBP Outreach**

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

**Corrective Action:**

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures.

**SNP Administrative Review Findings**

**Northwestern School Corporation (3470)**

*Program Year 2022*

**Howard Elementary School (2905)**

3075 N. Washington  
3431 N 400 West  
Kokomo, IN 46901-5857

**Food Service Contact**

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Month of Review: January 2022

Date of Onsite Review: February 15, 2022

**Meal Components & Quantities - Howard Elementary School (2905)**

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding 9000: Production Records**

Foods served must be listed specifically on production records. Generic terms such as 'assorted fruit' should not be used. Menus can use generic terms, but production records must be specific to what was actually served.

**Corrective Action:**

SFA has corrected production records and notified staff to list specific food served when completing production records. No further action required.

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding 9000: Standardized Recipes**

Standardized recipes did not include crediting information. Each recipe should list the serving size and how it contributes to the meal pattern requirements.

**Corrective Action:**

The SFA will update all recipes to include crediting information. They will submit two updated standardized recipes that include crediting information as corrective action.

**General Program Compliance - Howard Elementary School (2905)**

*1405. Two food safety inspections are received each school year from the local health department*

**Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections were requested.**

The school did not provide two food safety inspection reports for the current school year and no documentation was available to substantiate the SFA has requested two food safety inspections for the current year.

**Corrective Action:**

The SFA will draft a letter to the health department requesting they inspect each of their kitchens a minimum of two times during the school year. They will submit this letter as corrective action.

**Technical Assistance:**

The SFA is reminded to send a letter to the health department requesting two inspections at the beginning of each school year.